

SECTION VI - Part 4 of 5
PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY TEMPLATES

A109 – Software Quality Assurance Plan Coversheet

System:	Item Number: A109
Title: Software Quality Assurance and Production Environment Plan	
RFP Reference: Section VI Part 3, O.6	
Date of Submission: <ul style="list-style-type: none">• Thirty (30) days after the Contractor starts work.• Updates as needed.	
Distribution: <ul style="list-style-type: none">• CDCR: 1 copy along with a magnetic media containing MS Office format copy• V&V: 1 copy along with a magnetic media containing MS Office format copy	
Approval: CDCR written approval is required.	
Comment: Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
Preparation Instructions: <p>The Contractor shall provide this document according to the standards defined in the project documentation plan.</p> <p>The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.</p> <p>If a Commercial Off The Shelf (COTS) product being proposed meets all business requirements and requires 'no modification to source code,' then this template is not required. However, if any processes or applications need to be created to support the COTS product, the software development used to create these processes must be documented in this template.</p>	

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Software Quality Assurance Plan Template

1.0 SCOPE

1.1 Identification

Provide a full identification of the system and the software to which this document applies, including, as applicable, identification number(s), title(s), abbreviation(s), version number(s), and release number(s). Identify the intended recipients of the Software Version Description (SVD) to the extent that this identification affects the contents of the software released (for example, source code may not be released to all recipients.)

1.2 System overview

Briefly state the purpose of the system and the software to which this document applies. Describe the general nature of the system and software; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.

1.3 Purpose

Summarize the purpose and contents of this document and describe any security or privacy considerations associated with its use.

1.4 Referenced documents

List the number, title, revision, and date of all documents referenced in this document. Also, identify the source for all documents not generally available.

2.0 MANAGEMENT

2.1 Organization

Describe the organizational structure. Reference to other project documents is acceptable.

2.2 Tasks

Describe: (a) the portion of the systems development life cycle covered by this plan; (b) the tasks to be performed, focusing on software quality assurance; (c) relationships between the tasks.

2.3 Responsibilities

Describe the responsibilities of each organizational element regarding software quality assurance.

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2.4 Documentation

2.4.1 – Purpose

Identify the documentation governing software development, verification and validation, use, and maintenance. Identify how documentation will be checked for adequacy.

2.4.2 – Minimum Documentation Requirements

Describe the minimum project documentation required.

2.4.3 – Other Documentation

Describe other project documentation that will be provided.

2.5 Standards, Practices, Conventions, and Metrics.

2.5.1 – Purpose

Identify the standards, practices, conventions, and metrics to be used for the project. This shall cover both implicit and explicit requirements. State how compliance with these items will be monitored and assured.

2.5.2 – Minimum Documentation Requirements

Describe the minimum information technology standards to be implemented and followed for the project.

3.0 REVIEWS AND AUDITS

Describe the technical and managerial reviews and audits will be provided. State how the reviews and audits will be accomplished. Include at a minimum the following reviews and audits:

3.1 Specified Reviews

3.2 Functional Audit

3.3 Physical Audit

3.4 In-process Audits

3.5 Other Reviews and Audits

Per the Project Director.

4.0 PROBLEM REPORTING AND CORRECTIVE ACTIONS

Describe the practices and procedures to identify, report, track, and resolve problems identified in software items and the software development and maintenance processes.

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5.0 TOOLS, TECHNIQUES, AND METHODOLOGIES.

Identify special software tools, techniques, and methodologies used to support the software quality assurance effort.

6.0 CODE CONTROL

Define the methods and facilities used to maintain, store, secure and document controlled versions of the identified software during all phases of the software life cycle.